New Task #	Old Task #	A — TASK	B	C	D	E	F	G	H	I	J	K — COMMENT	L
			EMGRL	SHA M P EMP L C	C DOW O O C	C P P A C C	A P B C- MGT S	RESOURCE A LIST	D F A URCE	CURR ENT TASK LIST	PROP OSED TASK LIST	COMMENT	

HUMAN RESOURCES DEVELOPMENT

Document, Maintain, and Report Data

Maintain Case Files

New	Old	Task	E	F
1		Maintain a file that documents competitive process for installation instances of training with cost	X	
2		Maintain a file that documents competitive process for regional instances of training with costs	X	
3		Create and retain records of delegation of approval authority and associated training	x	
4		Maintain file that documents on-site and noncompetitive training with cost.	X	
5		Update education level information	X	
6		Update/maintain/correct training information within MDCPDS/MDCPDS	X	
7	7	Provide MDCPDS/MDCPDS training reports	X	X

Advise and Assist

New	Old	Task	E	F
8		Provide advice and assistance to managers on the full scope of HRD (includes recommending new approaches; supporting change; exchanging information with training coordinators, etc.)	X	X
9		Consult with managers and employees on all aspects of organizational and individual performance	x–x	
10		Consult with managers and employees on all aspects of organizational and individual performance	X	X
11		Produce and disseminate installation SOPs to managers	X	

(handwritten annotation): Is CPOC providing MDCPDS training?

New Task #	Old Task #	TASK	EMPLR L	MMGPL EMPL	SHADOW	CPOC MGT S LIST	CPAC RESOURCE A TASK LIST	DA F ENT TASK LIST	CURR PROP TASK LIST	PROPOSED TASK	COMMENT
12		Produce and disseminate implementation instructions for DA policy and MACOM specific HRD guidance to CPACs	X								
13		Produce and disseminate local implementation instructions for DA policy, MACOM and CPOC-specific HRD	X								
14		guidance to managers and the work force									
15		Provide career counseling and training plans for employees	X								
16		Research various sources for training programs to provide advice and assistance	X								
17		Meet with vendors and provide advice and assistance related to the review of training services	X								
18		Review and initiate information on sources of training	X								
19		Partner with third parties, e.g., vendors, academia, and institutions *same as 22*	X								
20		Launch new approaches to learning (e-learning, VTC, satellite, CBT)	X								
21		Interact and exchange training information with Training Coordinators	X	X							
22		Partner with vendors, academia, and institutions *same as 19*	X								
23		Help organizations assess skills, values, and goals and identify, plan, and implement career/personal development	X	X							*CPAC/CPOC?*
24		Produce written, visual, or electronic institutional materials	X								
25		Influence and support change in organization's behavior and structure	X								

Assess Annual Training Needs and Develop the Fiscal Year Training Plan

Column header block (stacked codes):

```
               E    SHA  C    C    A              D   CURR  PROP
M    M    DOW  P    P    C    A
G    P    EMP  O    A    B    C-   RESO  F    ENT  OSED
R    L         C    A    C-   RESO  A    TASK TASK
L         C    C    MGT  URCE  F   ENT
          C         S    LIST LIST COMMENT
```

New Task #	Old Task #	TASK	EMPLG RL	MMDOW EMPC	ESHAPOC MGTS	CPOAC C LIST	CABAC-URCE LIST	A RESOF A TASK LIST	D CURRENT TASK	PROPOSED TASK	COMMENT
26		Transmit automated training needs survey tool and instructions to the CPACs				X					
27		Transmit automated training needs survey tool and instructions to managers				X					
28		Produce a consolidated installation training needs survey for users'/managers' input				X					
29		Obtain Commander's commitment to fund installation training				X					
30		In partnership with the CPAC, obtain Commander's commitment to fund region-sponsored training				X	X				_CPAC Partnership_
31		Present and market the regional and local portions of the recommended training plan to Commanders				X					
32		Prepare a training plan which contains training and development strategies established to accomplish mission				X					
33		and achieve organizational performance goals and objectives									
34		Utilize automation tools to analyze data contained in reports and identify training needs				X					
35		Provide data for internal and external training reports				X	X				_CPAC_
36		Link training needs to strategic plans			X						
37		Set overall training objectives			X						
38		Identify emerging needs and develop strategic initiatives				X					
39		Based on installation training plans prepare a regional training plan which contains training and development				X					
40		strategies established to accomplish mission and achieve organizational performance goals									

New Task #	Old Task #	TASK	EMRGL	SHADOW	EMP OAC MGTS	CPP AC C LIST	ACCB RESOURCE A TASK LIST	D ENT A TASK LIST	CURR PROP F OSED	CURR TASK LIST	PROP OSED TASK	COMMENT
		HUMAN RESOURCES DEVELOPMENT - CONTINUED										
		Execute the Fiscal Year Training Plan										
41		Disseminate commander-approved installation FY Training Plan to managers and work force				X						
42		Perform/prepare marketing analysis			X							
43		Develop installation and regional training requirements and budget projections			X							
		Announce Training										
44		Using technology (e.g. Bulletin boards, e-mail, internet), announce installation training opportunities to work force			X	X						
45		Using technology (e.g. Bulletin boards, e-mail, internet), announce regional training opportunities to work force										CPAC/CPOC
		Conduct/Facilitate On-Site Training										
46		Conduct/facilitate installation on-site courses			X							
47		Conduct/facilitate region-sponsored installation on-site courses			X							

New Task #	Old Task #	TASK	E M G R L	M M G P L L	E DOW EMP	SHA OPAC MGTS	C P P B C	C A C- URCE C	A RESO A MGT S	D F ENT A S	CURR ENT TASK LIST	CURR PROP OSED TASK LIST	COMMENT

Administer On-Site Training

New #	Old #	TASK											
	48	Administer on-site training and supporting equipment/training aids for installation on-site training											
	49	Arrange for classroom facilities and supporting equipment/training aids for region-sponsored training courses				X							

Administer Training Request Process

New #	Old #	TASK											
	50	Request and obtain installation training contract from Contracting Office when training is valued over $25,000				X							
	51	Request and obtain regional training contract from Contracting Office when training is valued over $25,000			X								
	52	Enter/ensure entry of completed training data into the Modern Defense Civilian Personnel Data System (MDCPDS)			X								

Manage Training Funds and Payments

New #	Old #	TASK											
	53	(Note: use Government purchase cards for DD Form 1556 purchases up to and including $25,000, MIPRs, and electronic transfers).											
	54												
	55	Leverage as many available training and development resources as possible				X							
	56	Obtain Commander's commitment to fund installation training				X							
	57	Reinforce commitment to identify efficient, effective use of resources to produce best utilization of training dollars,		X	X								
	58	personnel, and capabilities		X	X								

New Task #	Old Task #	TASK	E M G R / M P L	SHA DOW EMP O A C C MGT S	C C O A- C URCE LIST	C C O A F A- RESO A TASK LIST	A C B RESO F ENT OSED TASK LIST	D CURR PROP PROP OSED TASK	COMMENT
59		In partnership with the CPAC, obtain Commander's commitment to fund region-sponsored training	X	X					*CPAC Partnership*
60		Obligate and execute funds to vendors for installation training		X					
61		Obligate and execute funds to vendors for region-wide training		X					
62		Dedicate budget for on-site centrally-funded classes	X		X				
63		Streamline training process to negotiate best value and manage delivery		X					
Administer Special Programs									
64		Endorse and route application/nomination packages to proper destination [installation, MACOM, Functional		X					
65		Chief Representative (FCR), DA, DOD, OPM]							
66		Establish local procedures to identify and train employees whose positions mandate specific leadership course completions as listed in the Civilian Leadership Training Common Core		X					*FASCLASS II Survey Results/Owner?*
67									
68		Ensure entry of course completions into MDCPDS (excludes those course completions top loaded by HQDA)		X					*Do Fin completions goes directly to CPOC*
69		Market Civilian Leadership Training (i.e., Civilian Leadership Common Core curriculum and newly developed	X	X					
70		leadership initiatives, such as FM 22-100							*See 42*
71		Market to the military community the requirement for new military supervisors of civilians to take the SDC and		X					
72		LEAD courses							

New Task #	Old Task #	TASK	EMGRL	MMP	SHADOW EMP O A C MGT S	C P P O A C-URCE A	C P P B RESO A LIST	A B C A D ENT TASK LIST	D CURR OSED TASK LIST	PROP TASK	COMMENT
73		Establish education programs (Associates through Masters)				*MACOM*					
74		Administer DA/DOD Schools, DLAMP				*MACOM*					
75		Administer Acquisition Workforce Training				*MACOM*					
76		Administer Senior Service Schools and Fellows				*MACOM*					
77		Establish unique programs tailored to the Command (i.e., Secretary/Administration, Retraining, Your Place on the				*MACOM*					
78		Army Team, CLDP, Executive Development)					X				
79		Administer DA/ACTEDS Intern Programs (General)				MACOM					
		Administer DA/ACTEDS Intern Program (for CP-10 Interns Only)									

HUMAN RESOURCES DEVELOPMENT - CONTINUED

Develop and Provide Training - Train HR Community

New Task #	Old Task #	TASK				value					
80		Conduct introduction to human resources development training				CPOCMA					
81		Administer, arrange for, and/or facilitate on-site delivery of HQDA basic, and function-specific civilian personnel courses (e.g., MDCPDS, Basic Staffing, Intern Training,				CPOCMA					
82		ORACLE Training Administration (OTA), etc.)				CPOCMA					
83		Interface and coordinate efforts between/among HR community to share information and course materials				CPOCMA					
84		Develop modules/handbooks				CPOCMA					

New Task #	Old Task #	TASK	EMGRL	MM DOW GP L / EMP	SHA DOW POA / CCC	C P P OAC B- MGT S	C C A- URCE A LIST	A RESO F ENT A TASK LIST	D CURR TASK LIST	PROP OSED TASK LIST	COMMENT
85		Develop/conduct quality sustainment training program				CPOCMA					

Develop and Provide Training - Train External Customers

New Task #	Old Task #	TASK	EMGRL	MM DOW GP L / EMP	SHA DOW POA / CCC	C P P OAC B- MGT S	C C A- URCE A LIST	A RESO F ENT A TASK LIST	D CURR TASK LIST	PROP OSED TASK LIST	COMMENT
86		Provide delegated approval authority training to managers		X							
87		Provide general human resources development training to managers and training coordinators			X						
88		Interface and coordinate efforts between/among HR community to share information and course materials		X							
89		Develop modules/handbooks		X							
90		Develop /conduct quality sustainment training program.		X							*CPOC?*

Manage and Maintain Authorized Electronic Web Based Training Request and Course Library

New Task #	Old Task #	TASK	EMGRL	MM DOW GP L / EMP	SHA DOW POA / CCC	C P P OAC B- MGT S	C C A- URCE A LIST	A RESO F ENT A TASK LIST	D CURR TASK LIST	PROP OSED TASK LIST	COMMENT
91		Using the Oracle Training Administration (OTA) Module, Training Management Module (TRAIN), or other authorized systems, input class schedules for installation courses		X							*CPAC? OTA access*
92											
93		Using OTA, TRAIN, or other authorized systems, input class schedules for regional courses									
94		Develop, maintain, revise and/or interface electronic installation bulletin boards/web pages for posting training		X							
95		information with agency-wide electronic training libraries		X							*Web page development*

New Task #	Old Task #	TASK	E M G R L S	SHA MM DOW EMP OL C C C	C P P O A C	C P P B A C	A C- URCE MGT	A RESO A	D ENT LIST	CURR PROP TASK LIST	PROP OSED TASK LIST	COMMENT
96		Develop, maintain, revise and/or interface electronic region-wide bulletin boards/web pages for posting training		X								
97	~~97~~	information with agency-wide electronic training libraries										
98		Develop/implement interfaces to agency-wide and approved electronic bulletin boards/web pages for posting		DA								
99	~~99~~	training information										
100		Revise and/or provide oversight to vendor maintained automated course libraries		DA								

Evaluate Training Program

New Task #	Old Task #	TASK	E M G R L S	SHA MM DOW EMP OL C C C	C P P O A C	C P P B A C	A C- URCE MGT	A RESO A	D ENT LIST	CURR PROP TASK LIST	PROP OSED TASK LIST	COMMENT
101		Evaluate effectiveness of individual employee training (e.g., through training outcomes and evaluation design)			X							
102		Provide Commander with analysis/evaluation of installation training program (e.g., through cost benefit analyses)				X						
103		Identify training outcomes and evaluation design			X							
104		Perform cost-benefit analysis			X	X						
105		Evaluate returns on training investment			X	X						

(handwritten annotation near task 105: "X", "mgc")

Perform/Conduct Special Assignments and Projects

NOTE: applies whenever this activity does not fall under any other activity.